

**Cochise College  
Administrative Policy**

**Category: Students  
Policy Number: 4013**

**Title: Degree and Certificate Completion**

Students completing either degree or certificate program requirements are required to apply for the credential through the Advising and Counseling office. The Advising and Counseling office will prepare the preliminary evaluation of the credential before it can be posted to the students' transcript. Once the credential is posted the Advising and Counseling office will send the credential to the address provided in the application process. Students are encouraged to apply early in the semester in which they are registered for their final courses in their credential.

**Procedure 4013.1  
Degree Completion**

Students completing or having completed associate degree requirements must file an online graduation application by the deadline posted in the academic calendar. A counselor or academic advisor will complete a graduation check confirming the type of degree or certificate and the program emphasis. If a student submits an application after the posted deadline, the student's degree will be posted in the next academic term. In addition, students needing 12 or fewer credits to complete associate degree requirements who plan to participate in commencement must file an online graduation application by the deadline posted in the academic calendar.

**Procedure 4013.2  
Certificate Completion**

Students completing certificate requirements must apply for certificate posting by submitting an online certificate application during their last semester of class and before the deadline posted in the academic calendar. A counselor or academic advisor will confirm the type of certificate and the program emphasis. Students completing a certificate program only are not eligible to participate in the commencement ceremony.

**Procedure 4013.3  
Commencement**

The vice president for instruction/provost shall be responsible for commencement activities. There is only one commencement held each year and it may alternate between campus locations.

Students completing degree requirements are eligible to participate in commencement.

Students who have not completed the associate degree requirements may participate in the

commencement ceremony but will not receive a diploma, nor will the credential be posted to the student's academic record, until they have completed all degree requirements.

If the student intends to participate in commencement, the student must wear the appropriate graduation attire, which may be obtained at the college bookstore.

**Procedure 4013.4  
Credential Posting**

Student Services will process students for credential completion and post degrees or certificates to the student's academic record three times a year: in May, August, and December.

Regardless of whether or not a student participates in the commencement ceremony, a degree will not be granted until all requirements are met.